

PROJECT REPORT GUIDELINES

Project report is a written document submitted by the students on the project work/assignment carried by them. The report is a formal document. It should therefore be presented with a lot of care and thought. Before preparing the report, student should go through the following guidelines.

Guidelines for project report preparation

Writing a report requires skills. It is a written presentation of the work, which tells about the project, methodology used final findings and results, etc. It is not a document, which is meant only for the author. It is in fact a valuable record, which is often referred to by various persons working in that area. It is written to inform the reader and to acquaint him with the results arrived at and the conclusions reached. It is therefore essential to ensure that the report is written, organized and presented in such a manner that a reader has no difficulty in understanding it.

Having done a course on report writing the students doing internship are supposedly well versed in the art of writing reports. However it is still worthwhile to recapitulate the important points regarding the layout, style and presentation techniques of a report. As mentioned earlier report is a formal piece of subject matter written for a specific purpose. It conveys information in an impartial and objective manner. The objective is to convey ideas and information and not to impress the reader.

The following section provides a format and certain guidelines on how to write a report for a internship assignment/project.

Appearance

The size of the report should be such that it is easy to use and handle. For this purpose, the following points are worth noting:

- (a) Size: Recommended size of the report is 9" X 11".
- (b) Writing of the Report: The report should be typed in *double space* on one side

of the sheet and the pages should be numbered serially.

- (c) Margin: About 1" on all the four sides of the sheet.
- (d) Number of Copies: Two (one for the department, one for the organization).
- (e) Student must keep one copy of himself. *The report should be hardbound only and in no case it should be submitted in stick bound or in a file.*

Elements (Inner matter)

A formal report usually contains the following elements:

- (i) Cover
- (ii) Title page
- (iii) Acknowledgements
- (iv) Abstract Sheet
- (v) Table of Contents
- (vi) Introduction
- (vii) Main Text
- (viii) Conclusions and/or Recommendations
- (ix) Appendices
- (x) References.
- (xi) Glossary

These elements are dealt in detail in the next section.

(i) Cover

The Cover is meant to protect the manuscript besides giving preliminary information like (i) the title of the report; (ii) the Name & ID No. of the student; (iii) the name of the organization; (iv) the date of submission, etc. The format of this page is given in **Annexure A**.

(ii) Title Page

This is the *first page of the report*. An internship report should contain the title of the report; the Name(s), ID No(s) and Discipline(s) of the students; the name of the organization and the Institute. The format of this page is given in **Annexure B**.

(iii) Acknowledgements

It is presented on the *second page of report* for thanking the persons who may have helped students during the work carried out by them. Customarily, in internship reports, thanks are given to the following in the order given below:

- Head of the organization,
- Coordinator of the internship programme at the organization,
- Professional Expert / in-charge of the project at the host organization,
- Head TPC, Internship Coordinator of GMRIT, Team TPC
- Other persons (from the organization and /or outside the organization, etc.)

(iv) Table of Contents

The table of contents is in the same form as it is found in any book. The main divisions as well as the sub-divisions are listed together with the number of the first page on which it appears. The page numbers for the matter preceding the Introduction are given in small Roman Numerals i.e. (i), (ii), (iii) etc. and in Arabic numerals i.e. 1, 2, 3 etc. from Introduction onwards.

For establishing a suitable relationship among topics and sub-topics one should follow a single numbering scheme. Usually schemes like decimal numbering or letter numbering are generally followed. The scheme of decimal numbering which is more commonly used is as follows:

- 1.
 - 1.1
 - 1.2
 - 1.3
 - 1.3.1
 - 1.3.2
 - 1.3.3
 - 1.3.3.1
 - 1.3.3.2
 - 1.3.3.3

The words, phrases and sentences used for writing the topics and sub-topics should have a parallel grammatical construction. For this, an example is given below.

2. Causes of Food Problem

2.1 Defective Distribution System

2.2 Lack of Proper Storage Facilities

2.3 Hoarding

2.4 Natural Calamities

2.5 Floods

2.6 Drought

(vi) Introduction

In Introduction, the problem is defined and introduced. The Introduction therefore contains the purpose of writing the report and sufficient background material, including the literature surveyed to present the reader a clear picture of the project work. A paraphrased outline of the work should also form a part of the Introduction. In the Introduction of a report the author discussion on the scope, and the limitations of work should be made. It is also required to discuss the sources, methods and procedure employed in collecting and organizing the data. The student is also expected to highlight the value of his work besides indicating the need for writing the report.

A proper and effective Introduction should include a brief history of the problem under discussion, coupled with the statement of the immediate problem under examination, the reasons for undertaking it and a discussion of the methodology adopted. Generally for internship project report, an Introduction may not be more than a couple of pages.

(vii) Main Text

The actual work, the method of treatment and the results are presented in this part of report. It may run into many sections, sub-sections and sub-sub sections under different headings and sub-headings. That should be numbered and

phrased appropriately. In order to maintain consistency, insist the students to follow the same pattern as given in the table of contents of report.

The main text contains the discussion on the experimental work done or the data collected, the survey done, a description of activities, analysis and the results obtained. It also includes illustrations and interpretations. This is the main body of the report. All illustrations (graphs, diagrams, tables, figures, etc.) should always be accompanied by a number and an appropriate title. This helps the reader to understand the illustration in a better way. It also helps the writer to refer to these in the subsequent discussion.

Significant discrepancies in results should be called to the reader's attention, even when it is admitted that no reasonable explanation can be offered. If the author himself discovers these discrepancies and does not mention them, the technical credibility of the report gets adversely affected.

(viii) Conclusions and Recommendations

The conclusions and recommendations are derived from the discussions and interpretations of the results obtained. It would be helpful to the reader if other possibilities pertaining to the stated conclusions and recommendations are also discussed. The purpose of the conclusions is to draw the attention of the reader to significant findings. Sometimes conclusions contain a very brief summary of the main discussion. Recommendations suggest ways and means of bringing about improvement to the present work.

(ix) Appendices

The contents of an annexure are essentially those, which support or elaborate the matter given in the main text. The matter, which is essential but will unnecessarily divert the attention of the reader from the main problem, is generally placed in the Annexure. Given below are some items, which normally form a part of the Annexure. (a) calculation sheets; (b) lengthy derivations of mathematical formulae; (if that is not the project itself) (c) supplementary details of instructions;

(d) flow charts; (e) computer programmes; (f) questionnaires & interview sheets; (g) large maps; (h) the nomenclature; etc.

If the project itself is about making of a computer programme of some problem, then the flow chart and the computer programme have to be in the main body. It is for the author to decide, what matter would be placed in the Appendices according to nature of the project work and problem definition.

(ii) References

All the references to books, journals, documents, web site links etc. should be given in the section called References. Two examples of how to write a reference are given below:

For example, when reference is made for paper entitled

“Iodobenzene diacetate mediated solid-state synthesis of Heterocycl-1,3,4-oxadiazoles”, whose authors are Rao, V.S., and K.V.G. Chandra Sekhar, which appeared in the Journal of Synthetic Communications, whose volume number is 34, and is published in the year 2004 and the article is published on pages 2153 to 2158; the reference is cited as follows:

Rao, V.S., K.V.G. Chandra Sekhar., “Iodobenzene diacetate mediated solid-state synthesis of Heterocycl-1,3,4-oxadiazoles”, *Journal of Synthetic Communications*, Vol.34, 2004 pp 2153-2158.

Again, in case when a reference is made to a book entitled “Elements of Manufacturing Processes” by Dr. B.S. Nagendra Parashar and R.K. Mittal which is published by Prentice Hall of India, New Delhi in the year 2003, and if a reference is made for page 25 in the book the reference should be cited as given below:

B.S. Nagendra Parashar & R.K. Mittal “Elements of Manufacturing Processes,” 1st Edition, New Delhi; Prentice Hall of India, 2003, p.25.

The serial number of the reference should correspond to the number of citation in the text of the report.

(iii) Glossary

Glossary is the list of technical words and terms used by the author in his report. It normally includes the meaning of the word / term and the page no(s) where it occurs in the text of the report.

Writing the Report

Following guidelines can be used while writing the report:

- Write the first draft. Take reasonable care in the choice of words and sentence structure; choose simple and familiar words,
- Write smaller sentences instead of long ones with a number of clauses. Avoid unnecessary words and phrase,
- Avoid repetition, redundancy and make sure that message flows smoothly,

The draft of the report should be given to the faculty and also to the professional experts. In the light of these corrections and suggestions, prepare second draft and ensure that it is in the desired format and structure.

Annexure A

A REPORT

ON

(Title of the Project in Capital Letters)

BY

Name(s) of the
Student(s)

ID.No.(s)

AT

(Company Name and Place)

GMR Institute of Technology, Rajam
(An Autonomous Institute affiliated to JNTUK Kakinada)

(Month, Year)

Annexure B

A REPORT

ON

(Title of the Project in Capital Letters)

BY

Name(s) of the
Student(s)

ID.No.(s)

Discipline(s)

Prepared in partial fulfillment of the
Internship Course

AT

(Company Name and Centre)

GMR Institute of Technology, Rajam
(An Autonomous Institute affiliated to JNTUK Kakinada)

(Month, Year)